

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NENAFI0601OC

Opening Date: January 02, 2006

Closing Date: December 31, 2006

Position: Child & Youth Program Assistant, CC-1702-2/03/04
Salary: \$10.83 - \$13.27 Hourly
Place of Work: Tobyhanna Army Depot, Pennsylvania/Child Development Services
Position Status: This announcement may be used to fill permanent full-time, part-time or intermittent positions. Indicate on your resume your availability for any of these appointments.
Number of Vacancy: MULTI

The NAF application kit can be found at <http://acpol.army.mil/employment/naf.htm>

Duties: This is a developmental assignment to Target position Child and Youth Program Assistant (Target Level-4), CC-1702-02, Job #AM299. Serves as a Child and Youth Program Assistant (CYPA) in one or more CYS programs. Maintains control of and accounts for whereabouts and safety of children and youth. Assists in providing and leading planned activities for program participants. Helps establish a program environment that promotes positive child and youth interactions with other children, youth and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Uses prepared curriculum/program materials and assists with developing a list of needed supplies and equipment. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, and the Command.

About the Position: Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings and special events. Promotes and models safety, fitness, health and nutrition practices. Notifies supervisor on health, fire, and safety compliance concerns. Helps arrange for/serve appropriate snacks/meals where applicable.

Observes a program participant for signs that may indicate illness, abuse or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instruction.

Assists in maintaining program participation data and completing required daily reports. Provides care/supervision, oversight, and accountability for program participants in compliance with DoD, Army and local policies, guidance, and standards.

Completes designated training requirements and records and tracks completed training on own Individual Development Plan (IDP). Participates in program evaluation as required. Assists in achieving and maintaining DoD/Army certification and national accreditation or Army equivalent. Performs other related duties as assigned.

Who May Apply: (Click on Who May Apply)

Veterans Recruitment Appointment (VRA).

Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)

All U. S. citizens and Nationals with allegiance to the United States.

Persons with Military Spouse Preference who are in the commuting area of the place of work.

Qualifications: Click on link below to view qualification standard.

General Schedule

(CC-02) No exp required. (CC-03) Must Meet (CC-02) requirements as stated in Job AM300 & demonstrated satisfactory performance. Posses 6 mons exp working in a group program with children and/or youth. Completion of (CC-02) Training Cert OR The requirement above & 9 Semester hrs of college credit in early childhood/elementary/secondary/special edu, child/youth dev, psy, human dev, youth program admin, recreation or related behavioral sciences. (CC-04) Must Meet CC-04 requirements as stated in Job AM301 & demonstrated satisfactory performance. Posses 18 mons exp with children and/or youth. Fifteen semester hrs of college credit in (see above).

Be 18 years of age at the time of appointment.
Possess a high school diploma or GED certificate.
Be able to communicate in English (both written and verbal).
Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, and stoop and stand on a routine basis. Duties may involve working both indoors and outdoors.
The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

Other Information:(Click on Other Information)

Successful completion of prescribed training (transition and/or annual) is required.
Multiple positions will be filled from this announcement.
This announcement will be used to fill multiple positions at various locations.

Other Advantages: Documentation DD 214, Part 4 to support Veterans Preference needs to be submitted at time of application to be considered for Veterans Preference.

Documentation (College Transcript) to support the CC-03 or the CC-04 Levels need to be submitted at time of application to be considered for that Level.

Other Requirements:(Click on Other Requirements)

A medical examination may be required.
Immunization screening may be required.
Satisfactory completion of a National Agency Check (NAC) that will be initiated upon appointment to a NAF position.
All required background checks of AR 215-3, must be successfully completed and maintained including Child and Youth National Agency Check with Inquiries (CNACI); to include a health assessment is required.
The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.
You will be required to show Social Security card upon appointment to a NAF position.
You will be required to provide proof of U.S. Citizenship.
Documentation to support Military Spouse Preference needs to be submitted at time of application.
Official college or university transcript must be submitted with your resume.
You must include the announcement number on your application.
You may claim Military Spouse Preference.
Applicants claiming veteran's preference must clearly show an entitlement to such preference on the resume/supplemental data submitted.
Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
Direct Deposit of Pay is Required.

How to Apply: (Click on How to Apply)

Resumes may be submitted at any time. Referral lists will be issued as job opportunities occur.
Announcements close at 12:00am (midnight) Eastern Time.

You may send your resume via surface mail to: Civilian Personnel Advisory Center (NAF), Sherry A. Jones, 11 Hap Arnold Boulevard, Tobyhanna, Pennsylvania 18466

You may fax your resume to: 570-895-6604

You may email your resume to Point of Contact. You must include Job Announcement Number on the subject line.

Point of Contact: Sherry Jones, 570-895-7385, sherry.ann.jones@tobyhanna.army.mil

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